



United States Department of the Interior

OFFICE OF THE SECRETARY
Washington, DC 20240



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PEP - ENVIRONMENTAL STATEMENT MEMORANDUM NO. ESM04-3

To: Heads of Bureaus and Offices

From: Willie R. Taylor, Director *Willie R. Taylor*
Office of Environmental Policy and Compliance

Subject: Numbers of Review Copies of Environmental Statements Required by Other
Federal, State, and Local agencies

To the maximum extent practicable bureaus and offices should endeavor to distribute sufficient numbers of copies of environmental statements to other agencies for review. In accordance with ESM04-15 it is understood that wide distribution by electronic means is acceptable and encouraged. This memorandum covers the continued use of paper copy distribution where that is necessary or appropriate. Reference is also made to ESM04-14 on the use of State clearinghouses. State clearinghouses should be used where they are available.

Absent any other information, two review copies of environmental statements should be distributed to the established contact point in each reviewing agency for each major subordinate element which is expected to review the statement.

Federal, State, or local agencies may also have outstanding copy requests which may be known to bureau field offices or may be available on the Internet. Bureaus should follow those requirements when available. It is recommended that bureau personnel responsible for distributing environmental statements maintain current records for the agencies normally expected to review their bureau's documents.

This memorandum replaces ESM94-3.